PLATFORM - SAP
Electronic Business Project

Consult Bid Invitation

Reference: ECPR2- Consult Bid Invitation

Date created: 02/05/2008

DESCRIPTION

This document shows the sequence of operations (steps to follow in the different screens) for the process to consult a bid invitation, once the Iberdrola purchase manager has published said invitation.

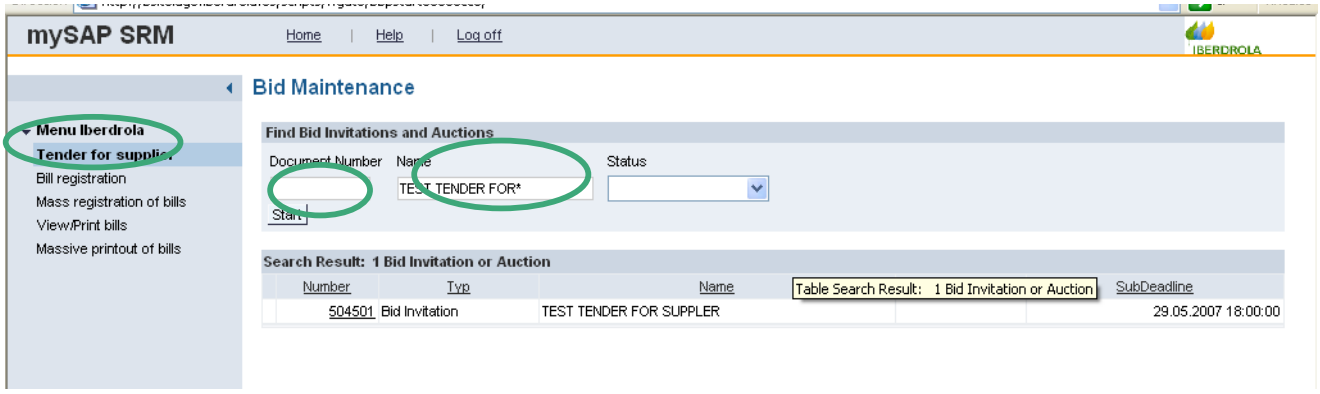
1. VIEW BID INVITATION

1.1. Access

Once notification of the invitation to participate in the tender has been received by email, click on the Internet address appearing in the hyperlink of said message to access the Internet application for tenders.

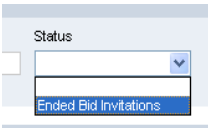
1.2. Search for Bid Invitation

Once inside the application, the first step is to find the tender concerned in the **TENDER PANEL**, by selecting the first item in the menu on the left, **"Tender for supplier".**

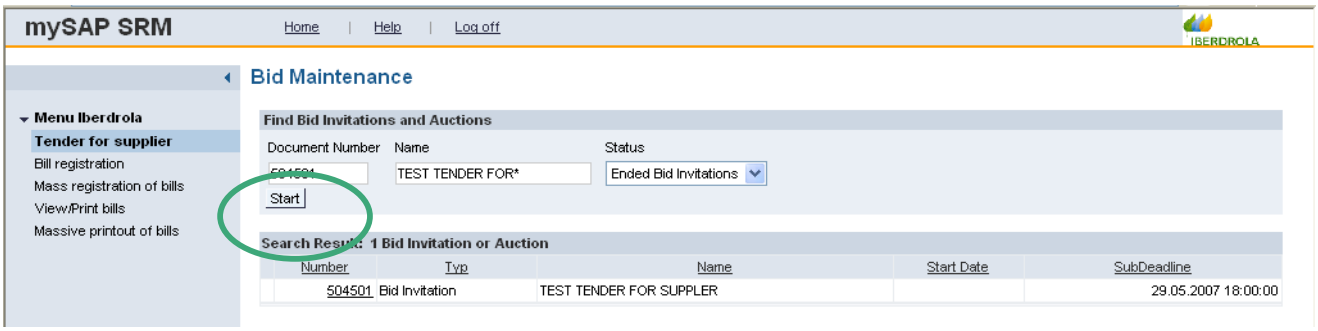


The supplier then has two options for searching for the tender, using either the **"Document Number"** or the tender **"Name"**.

*NB.: Pay attention to the **Status**, as this indicates whether ended tenders may or may not be viewed (The ended tenders are those where the tendering processes have been finalised).*



Once the desired data has been introduced, click on the Start button and all the existing tenders that satisfy the input selection criteria will appear in the lower part of the screen. (If there are few tenders, they may appear without the need for a search)

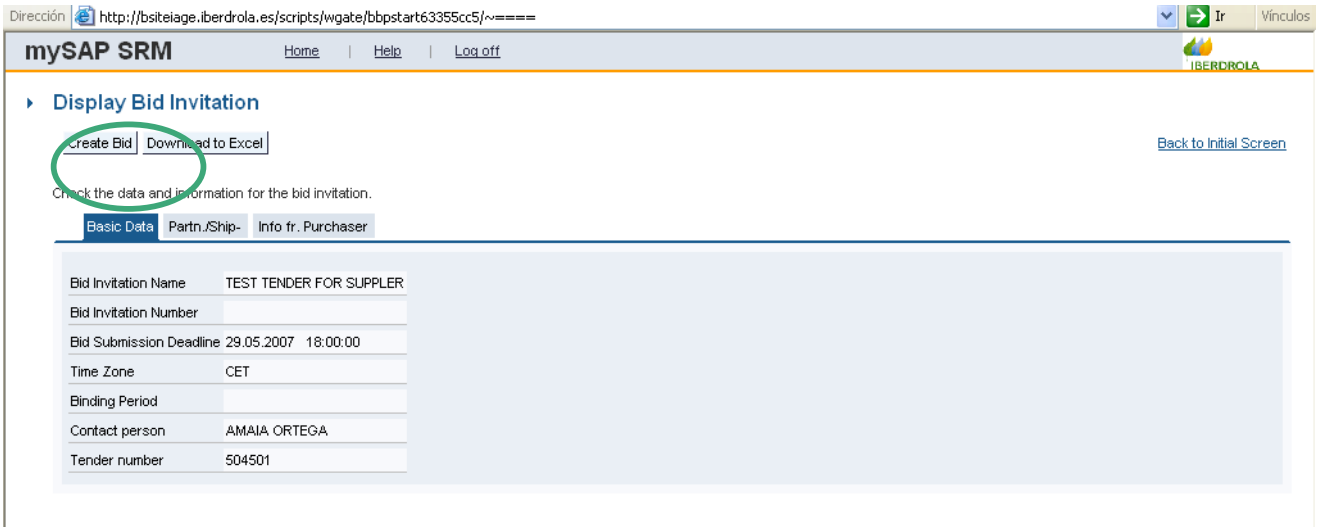


Where more than one tender is shown, the data can be sorted in ascending or descending order according to the criteria of each column, by clicking on the column title. (For example, to sort the tenders by number, by clicking on the "Number" heading the tenders will be sorted in ascending order and by clicking a second time they will be sorted in decreasing order.

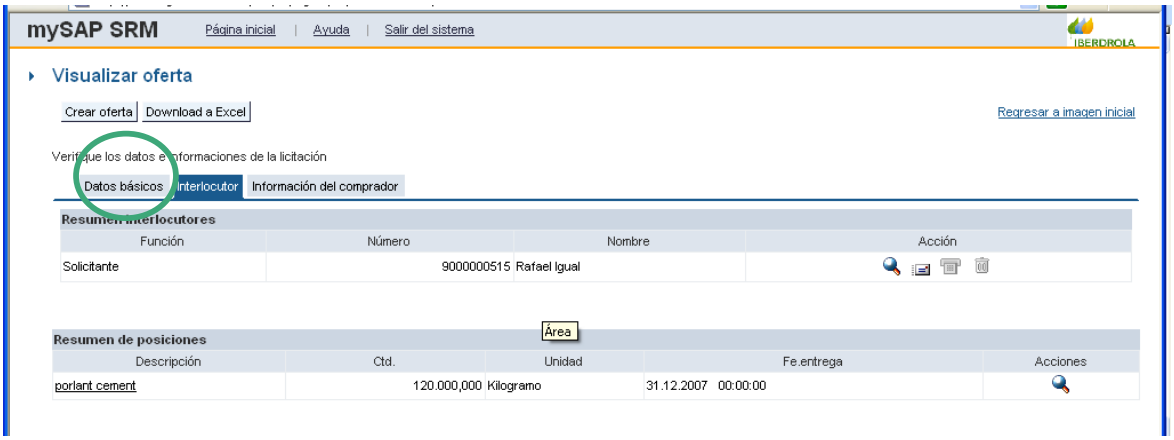
To select one of the tenders, click on the number of that tender. The details of the tender will then appear in a new screen.

The information that appears will be the data that the Iberdrola Purchase Manager entered for the chosen tender, as shown in the following image:

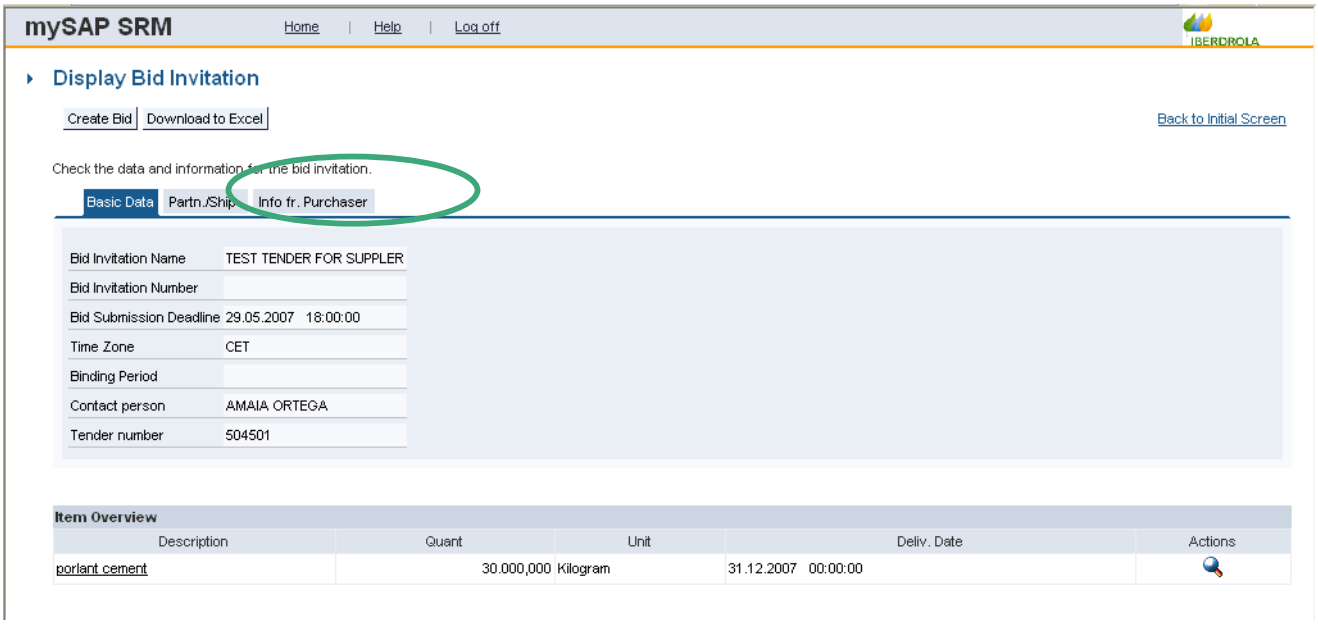
In the **Basic Data** tab will appear the information relating to the ***Bid Name, the Bid Submission Date, the Binding Period, the Supplier's Contact Person who is assigned to the tender, and the Tender Number.***



In the Partnership tab are the purchase manager's details and, by clicking on the icon, an email can be sent to the purchase manager in charge of the tender.



Next, there is the Purchaser's Information tab, which contains an explanatory text about the tender (Select **"Supplier's Text"** if this does not appear by default), as well as the attached documents and the items for which prices are requested. (Both the text and the documents appear whenever the purchase manager has included them in the tender)



Comments

The explanatory text introduced by the purchase manager, which is also included in the bid invitation email.

Attached Documents

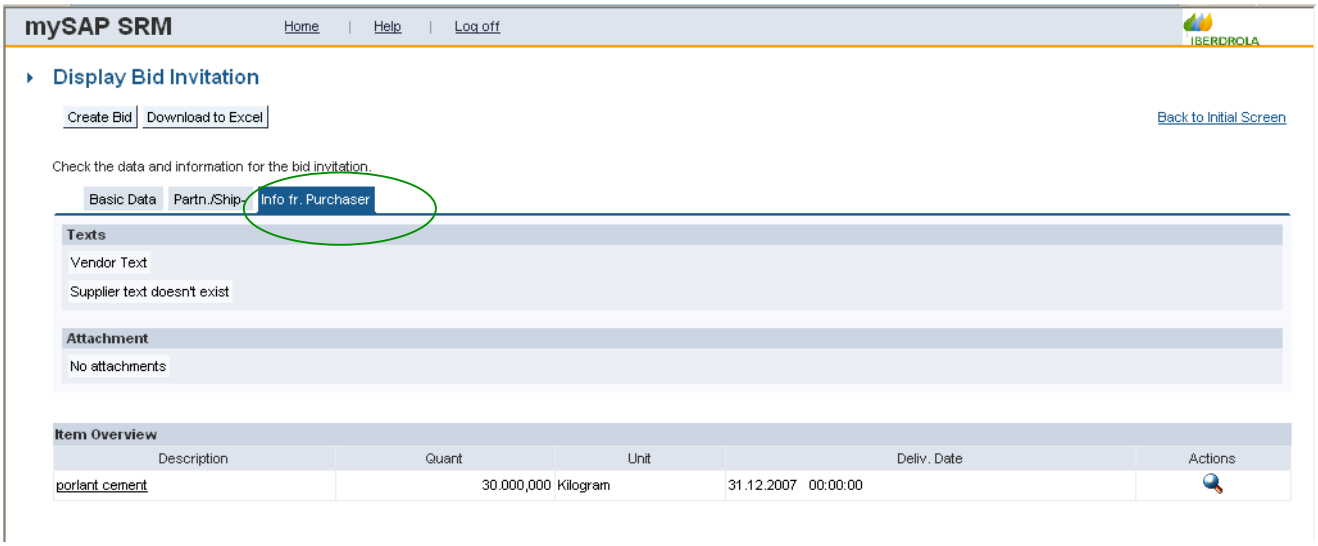
To view the tender attachments, the user should click on the title of any of these documents, and the system will ask if they would like “To save the documents to the PC” or “Open them from the current location”, as demonstrated below. Depending on the size of the file, the time it takes to open will vary.

The user must have the appropriate software application in order to correctly view said file. In general these will be Word, Excel or PDF files.

- ✓ If the user chooses to save the file to disk, the file manager window will open so that they can select the directory in which the document will be saved.
- ✓ If the user chooses to open the file from its current location, the file application will open and the document may be viewed. If it is not possible to view the document, check that you have the appropriate programme installed on your PC.

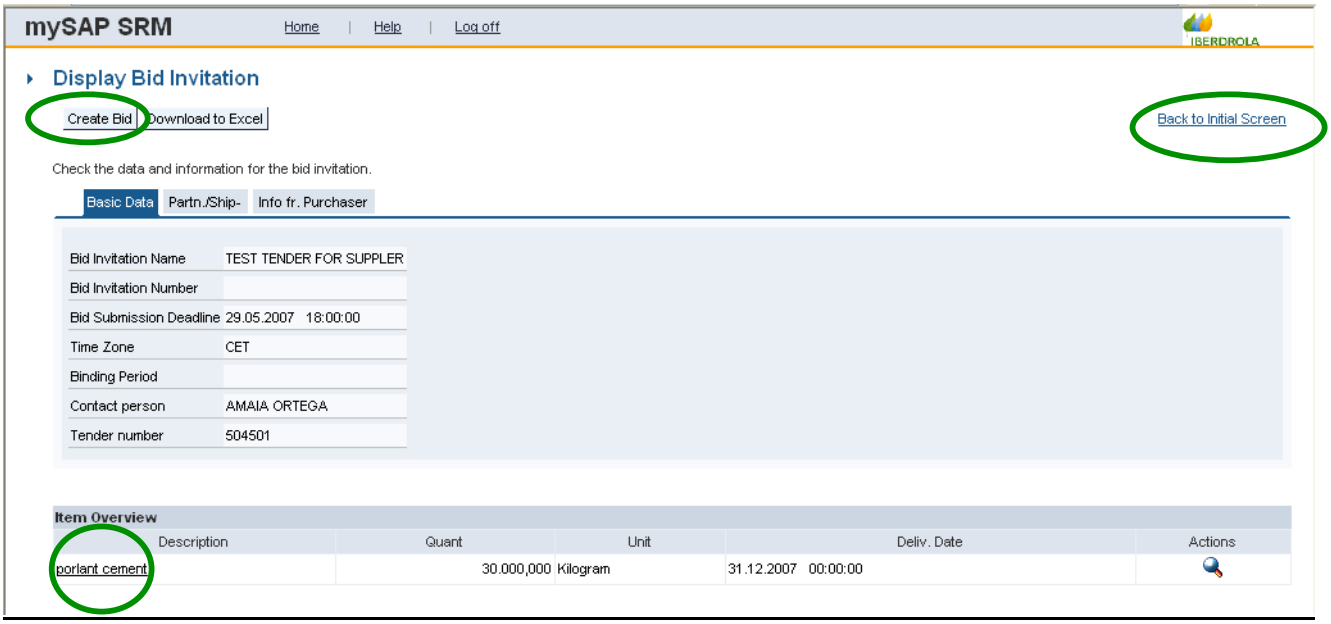
Summary of Positions

Information about the Equipment, Materials, Works and Services requested, where the description, quantity, the unit and the delivery date are shown.



If the description of the item includes a hyperlink, more detailed information may be seen by clicking on this. For example, Portland Cement

This screen shows the details of the item, with the possibility of viewing more attachments and texts about the item.



Once all the information about the bid invitation has been viewed and downloaded, the supplier may start to draft their bid by clicking on the “Create Bid” button in the upper-left area of the screen.

This screen shows the details of the item and it is possible to view more attachments and texts about the item.

To exit the pending task and return to the tender panel, click on “Back to Initial Screen” in the upper-right area of the screen.